

SECRET

25X1

20 April 1951

## MEMORANDUM FOR DIVISION AND STAFF CHIEFS

SUBJECT: Preparation of Agenda for Weekly Meeting of  
Representatives of Defense, State, and JCS

25X1 1. The weekly meetings of [ ] with designated representatives of  
State, Defense, (and JCS), provide a formal mechanism through which guid-  
25X1 ance can be transmitted to [ ] as stipulated in [ ]. These repre-  
25X1 sentatives are responsible for giving advice to [ ] to insure that [ ]  
25X1 activities are consistent with U. S. foreign and military policies. [ ]  
enjoys the opportunity of bringing before these representatives any pro-  
posed activity which raises questions of policy, or the application of  
25X1 policy, (not answerable in [ ], which is of interest to both the Depart-  
ment of State and Department of Defense (or JCS). The concurrence of the  
DCI in the advice and recommendations of the representatives establishes  
25X1 this guidance as a firm basis for [ ] action.

2. In order to derive maximum advantage from the weekly meetings  
with these representatives, it is requested that the following procedure  
be followed in the preparation of problems to be included in the agenda:

a. Suggestions for items to be placed on the agenda will, except  
in emergency, be forwarded to [ ] as far in advance as possible of  
the date on which they are to be discussed.

b. [ ] will prepare a tentative agenda, obtain approval, and  
notify the sponsoring office of the acceptance of the particular  
item as a subject to be discussed.

c. The sponsoring office will prepare a brief paper on the sub-  
ject, setting forth, in addition to an analysis of the problem, recom-  
mended courses of action on which approval of the Representatives  
should, if possible, be obtained. If sufficient guidance is not  
available to permit recommendation of particular courses of action,  
the issues involved should be clearly developed and presented as  
specific questions to the Representatives for guidance. This paper  
25X1 will be coordinated with the interested offices of [ ] by the Friday  
preceding the meeting at which it is to be considered, so that it  
can be submitted to the consultants as the recommended [ ] position.

25X1 d. [ ] will coordinate within CIA and forward copies to the  
Representatives for consideration prior to the meeting.

25X1 e. [ ] will prepare the final agenda before the meeting and  
notify those who are to attend.

HS/CSG-[ ]

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